

# **INSTRUCTIONS FOR COMPLETING THE POLLUTION PREVENTION(P2) PLAN ANNUAL PROGRESS REPORT for July 1 Reporting**

Please follow these instructions to complete your annual P2 Plan (Plan) Progress Report due by July 1<sup>st</sup>. The Progress Report is one part of the annual Toxic Data Report (TDR) and is used to provide the status of open goals. **To assist you in complying with Arizona Revised Statute (A.R.S.) §49.963(L), ADEQ will usually provide a preprinted form for each open goal that will be reported by your facility. To create your own information, copy the open goals from your plan or amendment onto blank goal sheets.** *Note: An updated P2 analysis and Plan guidance manual and a copy of blank Plan and goal sheets are located at:*

<http://www.azdeq.gov/function/forms/appswaste.html#p2>

## **COMPLIANCE ASSISTANCE IS AVAILABLE**

For assistance in completing this report or in P2 planning, call or e-mail P2 Program staff:

Jeanine Inman - [ji1@azdeq.gov](mailto:ji1@azdeq.gov) or 602-771-2351

Farah Mohammadesmaeili - [fm4@azdeq.gov](mailto:fm4@azdeq.gov) or 602-771-2350

Linneth Lopez - [lal@azdeq.gov](mailto:lal@azdeq.gov) or 602-771-4739

**SEND THE COMPLETED ANNUAL PLAN PROGRESS REPORT TO YOUR ASSIGNED P2 STAFF MEMBER VIA E-MAIL OR BY MAIL (ADDRESSED TO YOUR ASSIGNED P2 STAFF MEMBER) TO THE FOLLOWING ADDRESS:**

Arizona Department of Environmental Quality  
Sustainability Programs  
Pollution Prevention  
1110 W. Washington St.  
Phoenix, AZ 85007

## **WHAT FORM SHOULD I USE TO REPORT ANNUAL PROGRESS?**

The Progress Report consists of a facility information cover sheet and a copy of each open goal sheet. These forms will usually be e-mailed to you by a P2 staff member in April/May. Please fill in the appropriate boxes that were left blank and make any other necessary changes to update the information. Additional instructions are provided on the following pages.

## INSTRUCTIONS FOR THE PROGRESS REPORT COVER SHEET

The Progress Report cover sheet provides general facility information. If the information on the cover sheet is not correct, please correct it. ADEQ may contact your facility's P2 technical contact when questions arise so verify that the P2 contact name, telephone number and e-mail address are updated. Ensure that the management official at the facility has signed and dated the cover sheet.

## INSTRUCTIONS FOR EACH GOAL SHEET

The annual Progress Report also includes goal sheets for each open goal from the facility Plan or Amendment. Each goal from Section 7 of your Plan and/or Amendment that has not been completed or dropped in a prior year will be provided to you by ADEQ. However, you can create your own Progress Report by copying the open goal sheets from your Plan or Amendment and adding a copy of a report cover page from the previous year (updated with any corrections). Please ensure that all open goals from your Plan or Amendment are included in the Progress Report submittal. When completing each goal sheet, do not leave any boxes blank. Place N/A in the space if the information requested is not appropriate for the reporting year.

The annual Progress Report should provide the status of the facility's open goals. For example, if the goal was previously marked as "delayed" or "on schedule" an update on the status of this goal should be provided. If reduction quantities are available for your goals, update boxes 10 and 11. Refer to specific instructions for each of those boxes on the following pages. Some goals such as training do not have a reduction quantity. If a goal sheet was not provided for a goal that you believe should be reported on, contact your P2 staff member or add an extra sheet with the report.

Each box on the goal sheet should be completed as follows:

### **Box 1: Goal Statement from Plan and/or Amendment**

This box is pre-filled in the copy that you receive. Goal statements should be in the form of this formula: An Action Verb + Target Chemical or Waste Stream used for/in a Process. Use action verbs such as "Reduce" or "Eliminate." For example: "Reduce MEK solvent used for degreasing by 80%." Verify that the information is acceptable in Box 1. If not acceptable, please restate the goal in this box or attach additional information as needed. Goals are numbered consecutively from the initial goal. New goals are added with an accompanying analysis using the Plan amendment forms but not using the Progress Report.

### **Box 2: Scheduled Completion Date**

This box is pre-filled in the copy that you receive and reflects the original date the goal was scheduled to be completed. This box may include up to four dates if the goal was delayed in past years. Box 2 must contain the latest scheduled completion date. If the goal has been delayed, provide the new scheduled completion date in Box 2 and then provide an explanation (reason for) for the delay on Line 6 or in the page bottom margin or attach an additional page with the explanation.

### **Box 3: Completion Status**

Please write in or check the correct completion status. In order to complete a goal, reduction measurements must be provided for the measurable goals. If the goal is on schedule, but not completed, select the checkbox for "OS." If delayed, select the checkbox for "D," provide an explanation why it was delayed on line 6 (or you may attach another page), and include a new completion date in

box 3. If completed and the amount reduced has been calculated and provided, select the "C" checkbox. If dropped, select the "DR" in the box and provide an explanation why it was dropped on line 6 (you may also attach another explanation page). For goals with sub-action items, please report the status of each sub-action item (you may attach another page). If the action item has been delayed, provide an explanation in line 6 (or you may attach another page). **NOTE:** Box 3 should reflect the calendar year's activities only. For example, the Progress Report submitted by July 1, 2013 would include the status of the goal at the end of the previous calendar year for 2012.

**Box 4: Name of Toxic Substance(s) or Waste Stream(s)**

This box is pre-filled in the copy you receive. The toxic substance, waste or other item that is being reduced in the goal statement will be listed in this box. Please update the goal sheet if this item is incorrect or incomplete. Due to space limitations, the goal sheet will typically include one or two goal topics in this box. The box may also include as a topic "Training" or "EMS" when a chemical or waste name is not applicable. ADEQ uses a table of descriptive chemical names, but it cannot contain every chemical. If your specific chemical name is not included, a generic name is used (i.e. solvent, water, hazardous waste (HW), solid waste (SW), etc). If the description is not appropriate, please update box 4.

**Box 5: State Volatile Organic Compound (VOC) or Ozone Depleting Chemical (ODC), Both, or N/A**

Please fill in this box, if not pre-filled. If the substances in box 4 are known volatile organic compounds "VOCs" or ozone depleting chemicals "ODCs," or both "VOC/ODC", please update this box. If neither applies write "N/A".

**Item or Line 6:** If you answered "delayed" or "dropped" in box 3 provide an explanation and include a new projected completion date for any delayed goal on line 6 (and in box 3). Attach a separate page if necessary. **NOTE:** If the new projected completion date is beyond the timeframe of your Plan, provide (on a separate page) an action plan that outlines the steps that have been achieved and the remaining steps needed to accomplish the goal. Also, add a note that you request the Plan timeframe to be extended until (and include) the goal expected completion date in box 3.

**Box 7: Actions Needed to Implement the Goal**

This box is pre-filled in the copy that you receive. This should state what actions you will take to implement the goal statement. Please ensure the information contained in Box 7 is correct and update any incorrect or missing information. In addition, if you have more detailed or specific information to describe how you achieved the goal (including names of chemical replacements), provide this information or attach another page. For example: By installing a gel coat spray booth you reduced emissions of styrene. By replacing 1,1,1 Trichloroethane vapor degreasing with the Brulin 815 GD aqueous cleaning method you eliminated the use of 1,1,1 TCA. By providing this information, other Arizona facilities could benefit from your knowledge.

**Box 8: Baseline Quantity (Starting Amount)**

This box may be filled in if you previously provided the information to ADEQ. If blank or incomplete, please include the correct information. Please convert your baseline quantity to one 12-month measurement using gallons, pounds, KWH (electricity) or therms (natural gas). Only these units of measurement can be entered in ADEQ's measurement tracking system. If your baseline quantity has not been determined yet, please record this information in this box as "not yet measured" and send the information to ADEQ as soon as it becomes available. If your baseline quantity cannot be measured in one of the four listed units select the box that says "No measure."

**Box 9: Baseline Year**

This box is completed if you previously provided this information to ADEQ. If blank or incorrect, please update the information. The baseline year is the year you are using before you start measuring any reductions. A baseline year is needed for each goal that can be measured.

**Box 10: How much was reduced or eliminated**

Complete this box if you have reduction data for the reporting period even if your goal is not completed. In order to identify your reporting period look at the header on your progress report cover page. It will state *“Annual Pollution Prevention Progress Report Reporting Goal Completion /Progress Accomplished in Calendar year “201X”* where “201X” is updated yearly to reflect the reporting period. If the top of this form says “2013” include reductions for any goals that were accomplished in 2013. For example if you have a goal that has a baseline year of 2012 and extends over 3 years but you were able to track a reduction in 2013 and “2013” is your reporting period, you should record any 2013 reductions in box 10. The reduction quantity is the amount of the waste stream or toxic substance that was actually reduced or eliminated. It is not the current amount of the waste generation or substance remaining after the reduction. Provide the quantity of the toxic substance, waste stream, water reduced or energy use reduced for during the reporting period. Report the reduction only in gallons, pounds, kilowatt-hour (kWh) or therms as your unit of measurement. If the reduction activity is not measurable, update Box 10 with “NA.”

**Box 11: Month and Year Measured**

Provide the month and year in which the reduction quantity in Box 10 was measured. If the goal is on schedule and you have reductions for the reporting period you can include this information in box 11 even if the goal is not completed.

**Box 12: How much money (US \$) was saved by this goal?**

If you can quantify how much money was saved by the reduction/elimination provided in box 10, update this box to include this information.

**Box 13: Reduction Quantity is Adjusted for Production**

If the reduction quantity provided in Box 10 has been adjusted for production, check “Yes.” The production ratio represents a ratio of your current year to your prior year production. For example if you are manufacturing circuit boards and you manufactured 50,000 in your current year and 40,000 in the prior year your production ratio would be  $50,000/40,000 = 1.25$ . Production ratios greater than 1 indicate that production has increased.

**Box 14: Production Ratio**

If you answered “Yes” in Box 13, provide the production ratio used.